

CHAPTER 8 (Revised 9/7/04)

COUNCIL PROCEDURES

Sections:

1. Mayor; the presiding officer at council meetings.
2. Meetings; order of business.
3. Minutes.
4. Council rules; speaking; rules of conduct.
5. Motions; second required.
6. Motions; disposition; withdrawal.
7. Motions; reduction to writing.
8. Motions; rescinding vote.
9. Voting; quorum.
10. Duties of the clerk at council meetings.

Section 1. Mayor; the presiding officer at council meetings.

The mayor shall preside at all meetings of the council, he shall preserve order among the council members, and is responsible for the conduct of all meetings according to the rules of the council. He may at any time make such rules as he considers proper to preserve order among the attending public in the city council meeting room during sessions of the council. The vice-mayor shall preside in the absence of the mayor.

In the temporary absence or disability of the mayor and vice mayor, any member of the city council may call the council to order at any duly called meeting to elect a presiding officer pro tem from among its number and the presiding officer pro tem shall exercise all the powers of mayor during such temporary absence or disability of the mayor and may also vote.

Section 2. Meetings; order of business.

At every regular meeting of the city council the order of business shall be as follows:

- A. Call to order.
- B. Roll call.
- C. Approval of Agenda.
- D. Minutes of previous meetings.
- E. Reports.
- F. Communications and appearance requests.
- G. Hearings, ordinances and resolutions.
- H. Bids.
- I. Old business.
- J. New business.
- K. Public participation.
- L. Council comments.
- M. Adjournment.

Section 3. Minutes.

Minutes of all regular and special meetings shall be taken. All minutes shall be kept in the journal of the proceedings of the council. The minutes are public records and are to be made available to anyone upon request. The cost of copying may be charged. Minutes shall be posted for public review, as soon as typewritten.

Section 4. Council rules; speaking; rules of conduct.

A council member about to speak shall respectfully address the mayor or the presiding officer, and shall not commence to speak until recognized by the mayor or presiding officer. When two or more members request to speak at the same time, the mayor or presiding officer shall determine which one is recognized.

Every member while speaking shall confine him or herself to the subject under debate, and shall not refer to any other member of the council except in a respectful manner. Robert's Rules of Order, Revised governs the conduct of council meetings to the extent this Chapter does not provide otherwise.

Section 5. Motions; second required.

All motions shall require a second, unless otherwise provided by special rule.

Section 6. Motions; disposition; withdrawal.

After a motion is seconded and stated or read by the mayor or presiding officer, it shall be considered to be in the possession of the council and shall be disposed of by vote. The council member making the motion may withdraw it at any time before the vote, if the second agrees.

Section 7. Motions; reduction to writing.

Any motion must be put in writing if the mayor or presiding officer requires or if any council member so requests.

Section 8. Motions; rescinding vote.

Any matter voted on and passed during a meeting may be changed or rescinded by vote of the majority of the council before the meeting is adjourned.

Section 9. Voting; quorum.

The presence of four council members constitutes a quorum. Four affirmative votes are required for passage of an ordinance, resolution, or motion.

All council members present shall vote on every question, unless required by law to abstain from voting on a question. The final vote on each ordinance, resolution, or substantive motion shall be recorded "yes" or "no", except that if the vote is unanimous it may be recorded unanimous. The mayor or presiding officer shall declare the result of all votes.

Section 10. Duties of the clerk at council meetings.

The city clerk shall give notice of city council meetings, shall attend all meetings of the council and keep the journal of its proceedings, shall authenticate by his/her signature and record in full, in an indexed book or file kept for that purpose, all ordinances and resolutions open to public inspection. In case of the temporary absence of the city clerk the city council may appoint a temporary clerk, with all the powers, duties and obligations of the city clerk.